

Arizona State Parks

Law Enforcement & Boating Safety Fund

FY 2010 Grant Application Instruction Manual

Applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

Application Deadline:
No later than Monday, January 29, 2010
By 5:00 p.m.

This manual supersedes all previous manuals.



Arizona State Parks Board

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Tucson

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Arizona State Parks
1300 W. Washington
Phoenix, Arizona 85007

Phone & TTY **(602) 542-4174**
Toll Free **(800) 285-3703**
from 520 & 928 area codes
Fax (602) 542-4180

*Equal Employment Opportunity
Agency. This document is
available in alternative formats.
Contact the ADA Coordinator
at (602) 364-0632.*



Arizona Outdoor Recreation Coordinating Commission (AORCC)

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LAW ENFORCEMENT AND BOATING SAFETY FUND (LEBSF)

Participant Information and Application For FY 2010 Revenue

LEBSF Program Information

In 1981, the Arizona State Legislature established the Law Enforcement and Boating Safety Fund (LEBSF) to provide grants to County Boards of Supervisors for the purpose of supporting boating law enforcement and safety activities. Eligible participants are limited to Boards of Supervisors of Arizona counties. The Statute (A.R.S. § 5-383) specifies that LEBSF funds be granted for boating law enforcement, personnel, equipment, (eligible equipment shall include boats, trailer, motor, radios, lights, sirens, first-aid equipment, GPS, sonar/radar equipment, diving equipment, portable intoxication equipment, hazard buoys and signs, warning devices, navigational aid devices, accident investigation tools (i.e. equipment and computer software) pertinent to accident investigations, personnel protection equipment, and mobile data terminals, operation and maintenance (specifically repair costs to keep the boat and allowable equipment functional)) and training.

LEBSF revenues are derived from a portion of watercraft license taxes paid by boaters at the time boats are registered. These funds will accrue during the fiscal year and will be distributed in the beginning of the following fiscal year. LEBSF funds are allocated by the Arizona Outdoor Recreation Coordinating Commission and subsequently administered by the Arizona State Parks Board through the Arizona State Parks (ASP) Grants Section. A total of \$1,863,842.87 was available for distribution to participating counties in FY 2009. FY 2010 distribution will be calculated after July 1, 2010.

The most recent Arizona Watercraft Survey was completed in August 2006. FY 2008-FY 2010 LEBSF allocation percentages have been recalculated based on the boat-use days for each participating county from the survey and current personnel cost information the counties have provided. The following allocation schedule is based on salary information provided by the eligible participants and survey data from the 2006 Arizona Watercraft Survey.

Law Enforcement & Boating Safety Fund (LEBSF) Revenue Allocation Percentages for FY 2008, FY 2009, and FY 2010

County	Percentage
Apache	3.188%
Coconino	10.261%
Gila	8.250%
La Paz	16.215%
Maricopa	15.952%
Mohave	32.053%
Navajo	3.673%
Yuma	<u>10.408%</u>
Total	100.000%

Grant requests will not be solicited; as funds will be allocated based on the approved percentages. However, to retain eligibility to receive funds, you must supply State Parks with the required information. Those who supply incomplete or late information will not be eligible for FY 2010 funds and these dollars will be reallocated proportionately among the eligible entities. For audit purposes, it is important that you maintain accurate and complete records to support the LEBSF allocation.

Application

Please supply **one** copy of each of the following documents by **Friday, January 29, 2010 no later than 5:00 p.m.** It is not necessary to bind the application (i.e., three ring binder or spiral binding), a clip is fine.

- A one page narrative which briefly describes how the LEBSF grant funds assist in meeting your county's boating law and enforcement and safety goals.
- An Application Certification Form (page 3)
- Statistical Information Forms
 - LEBSF Program Expenditure Report (Attachment A, page 4)
 - LEBSF Program Activity Report (Attachment B, page 5)
- A signed County Board of Supervisors Resolution (Attachment C, page 6-7)

This information is due in the Arizona State Parks Grants office no later than 5:00 p.m. on the first working day of January. Applications received after this deadline or with incomplete information will not be eligible for the allocation process.

FAXED COPIES WILL NOT BE ACCEPTED.

Post Application Information

ASP will verify eligibility of each application. For those eligible, a Project Agreement (Attachment D, page 8-9) will be executed between ASP and the eligible county. ASP will process the agreement in approximately July. The full amount of the allocation is transmitted to the participant after State Parks receives a signed Participant Agreement.

Each participating county is required to submit to ASP a quarterly report and supporting documentation of allocation expenditures using the Quarterly Expenditure Record (Attachment E, page 10). The first report is due by mid-October and thereafter at the end of each quarter through June.

Applications should be submitted to:

Arizona State Parks
Grants Section
Attn: Danielle Silvas
1300 W. Washington
Phoenix, AZ 85007

For questions, please call:
Danielle Silvas
Grant Coordinator
(602) 542-7160
(602) 542-4180 fax
dsilvas@azstateparks.gov

FY 2010

Law Enforcement & Boating Safety Fund (LEBSF)
Application Certification Form

Participant Name (County)	
Participant Address	Mailing Address (<i>if not the same</i>)
Participant Contact Name: Title: Telephone: Fax: Email:	
AZ Legislative District #	Congressional District #
Participant Match: \$	
<i>According to A.R.S. § 5-383, counties with boating law enforcement and safety programs in existence before July 1, 1980 must match grants with an equal amount from their budgets.</i>	

Certification (This form must be signed for the application to be complete)

I hereby certify that the information provided is true and correct to the best of my knowledge.

Authorized Signature _____ Date _____

Typed Name and Title _____

Attachment A

LAW ENFORCEMENT AND BOATING SAFETY FUND (LEBSF)

PROGRAM EXPENDITURE REPORT

County: _____

Please report how the LEBSF grant funds were expended and are projected to be expended for each listed revenue year.

	Previous Operating Year FY 2008 (7/1/07 – 6/30/08)	Previous Operating Year FY 2009 (7/1/08 – 6/30/09)	Projected/Upcoming Operating Year FY 2010 (7/1/09 – 6/30/10)
Total program cost (equipment, travel, administration, training, operation & maintenance)			
Total program personnel hours and number of officers*** (law enforcement personnel)	/	/	/

Total number of personnel hours supported by LEBSF allocation and number of officers	/		/		/	
Total personnel cost supported by LEBSF allocation*						
Equipment and Training purchases from LEBSF allocation**	Equipment	Training	Equipment	Training	Equipment	Training
Total allocation Expenditures						
Allocation						
Unexpended and Returned to Arizona State Parks						

*If the total cost supported by LEBSF is less than the allocation received, the difference must be returned to State Parks.

**Applications that include equipment purchases must be supported by general specifications of proposed equipment. Also training expenditures must include a description of training from training provider.

***Do not report volunteer hours on this form.

Attachment B

LAW ENFORCEMENT AND BOATING SAFETY (LEBSF)

ACTIVITY FORM

County: _____

Please provide the following information for the past two fiscal years.

This information must be reported and submitted with the County resolution.

ACTIVITY	FY 2008 (7/1/07 – 6/30/08)	FY 2009 (7/1/08 – 6/30/09)
Total number of citations issued by County Sheriff's Office for watercraft violations*		
Overall responses		
EMS (Emergency Medical Services) responses		
Reports taken		
Warnings Issued (verbal, written)		
Boating OUI (Operating Under the Influence) arrests		
Other arrests		
Fatalities: Boating related Non-Boating related		
Volunteer hours		

*Please specify the type of citations issued (Equipment, Safety, Operational), range of fine allowable for each type of citation, and number of each citation type issued. Attach an additional page, if necessary.

Types of educational activities:

Types of training activities:

Attachment C

Applicant Resolution/Authority to Apply

NOTE: THE APPLICANT MUST SUBMIT A LETTER ALONG WITH AN UNSIGNED RESOLUTION EXPLAINING WHY A RESOLUTION CANNOT BE SUBMITTED WITH THE APPLICATION IF SUCH IS THE CASE. A SIGNED RESOLUTION MUST BE SUBMITTED NO LATER THAN FEBUARY 26, 2010.

Resolution No. _____

RESOLUTION OF THE _____ (Name of County) BOARD OF SUPERVISORS

Approving the Application to the Arizona State Parks Board for a LAW ENFORCEMENT AND BOATING SAFETY FUND (LEBSF) ALLOCATION

WHEREAS, The Arizona State Legislature under A.R.S. § 5-383 has authorized the establishment of a Law Enforcement and Boating Safety Fund (LEBSF) providing funds to the Board of Supervisors of Arizona counties for law enforcement and boating safety; and

WHEREAS, The Arizona State Parks Board is responsible for the administration of the fund program within the State, setting up necessary rules and procedures governing application by County Boards of Supervisors under the program; and

WHEREAS, said procedures established by State Parks require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, where appropriate; and

WHEREAS, the project will contribute to the law enforcement and boating safety programs of the County;

NOW, THEREFORE, BE IT RESOLVED that the ____ (County) ____ Board of Supervisors hereby:

1. Approves the filing of an application for FY 2010 Law Enforcement and Boating Safety Fund assistance; and
2. Certifies that _____ County will comply with all appropriate state regulations, policies, guidelines, and requirements as they relate to the application; and
3. Certifies that _____ County has matching funds in the amount of \$ _____ from the following source(s) _____ ; and
(complete this certification only if matching funds are required)

4. Authorizes the (Position Titles - may be more than one) to act on behalf of County in conducting all negotiations, executing and submitting all documents including, but not limited to, applications, agreements, amendments, and other documents which may be necessary for the completion of the LEBSF project.

PASSED, ADOPTED AND APPROVED by the (Applicant) this (day) of (month), (year).

I, the undersigned, _____, being the duly appointed and qualified (Office Held) of (Applicant), certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ Passed and adopted at a regular meeting of (Applicant), held on (month), (day), (year) at which a quorum was present and voted in favor of said (month) (day), (year) Resolution.

Signed by:

Date

Approved As To Form:

Attorney:

Date

Attachment D

Law Enforcement and Boating Safety Fund (LEBSF)

PARTICIPANT AGREEMENT

Pursuant to A.R.S. § 5-383, the State of Arizona, through the Arizona State Parks Board (ASPB), hereby enters into a Law Enforcement and Boating Safety Fund (LEBSF) agreement with the Participant as follows:

PROJECT NUMBER:	AUTHORITIES: State A.R.S. § 5-383 Local
PROJECT PERIOD: From:	To:
ALLOCATION:	
PARTICIPANT:	

General Provisions

- I. The County agrees that the LEBSF grant shall be used by the Sheriff's Office, a county law enforcement agency, solely for boating law enforcement personnel and / or equipment as specified in A.R.S. § 5-383.D.
- II. The County and Sheriff's Office agree to record all project related expenditures on the LEBSF Expenditure Record form and submit the form to Arizona State Parks on a quarterly basis.
- III. The County and Sheriff's Office agree that complete financial records and all other documents pertinent to the grant shall be retained by the Sheriff's Office for a period of five years after closure of this grant or until such time as all questions regarding the use of the LEBSF monies granted have been resolved, whichever is later.
- IV. The County and Sheriff's Office agree that the State of Arizona and its representatives shall have access to the records and documents for purposes of inspection, administration, or audit during normal business hours and at any other time upon five days written notice to the County and Sheriff's Office.
- V. Pursuant to A.R.S. § 38-511 or for failure to comply with either § 5-383.D or the other terms of this agreement, the State may cancel this agreement. Upon cancellation, any unexpended LEBSF monies shall be due and owing the State immediately and shall be transferred to the ASPB immediately.
- VI. Any unused LEBSF monies remaining at the close of the project period, after all costs have been verified with completed LEBSF Quarterly Report of Allocated Expenditures and all documents supporting the expenditure of LEBSF Funds, shall be returned to the LEBSF account.
- VII. The County agrees to comply with the provisions of Executive Order 99-4, issued by the Governor of the State of Arizona which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disability Act. The County shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- VIII. Any equipment purchases which exceed \$50,000 per item must be maintained for at least 25 years, unless approved by Arizona State Parks Staff.

IX. If required pursuant to A.R.S. § 12-1518 or any successor statute, the parties agree to use arbitration, after exhausting all other applicable administrative remedies, to resolve disputes arising out of this agreement.

X. The County and Sheriff's Office shall indemnify, save, and hold harmless the ASPB and the State of Arizona, its agents, department, officers, and employees from all loss, damage, liability, expense, costs and charges incident to or resulting in any way from any injuries or damage to any person or any damages to any property caused by or resulting from this agreement. The State of Arizona and ASPB shall not have any financial liability for the payment of any expenses incurred by the County or Sheriff's Office. The County and Sheriff's Office waive any claim or cause of action they may have for any damage whatsoever against the State, ASPB, or any department, agency, or employee of any of them in the processing or issuance of this agreement, or any performance under this agreement. If the County or Sheriff's Office subcontracts or otherwise employs any person for any purpose relating to their responsibilities under A.R.S. § 5-383.D, they shall pay any claim by such person for such services when due and shall indemnify and hold the State of Arizona and ASPB harmless from any such claim or damages relating thereto. Any subcontractor or other arrangement for employment by the County or Sheriff's Office shall be in writing and shall contain a provision whereby a person so employed or with whom a subcontract has been entered into acknowledges that the State of Arizona and ASPB shall not be liable for any cost, claims, damages, reimbursement, or payment of any kind relating to such arrangement or subcontract.

XI. COMPLIANCE WITH FEDERAL IMMIGRATION LAWS AND REGULATIONS RELATING TO THE HIRING OF UNAUTHORIZED WORKERS.

The PARTICIPANT agrees to meet the compliance requirements for A.R.S. § 41-4401 , Government Procurement: E-Verify Requirement.

1. The contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31,2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
2. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
3. Failure to comply with a State audit process to randomly verify the employment records of contractors and subcontractors shall be deemed a material breach of the contract and the contractor may be subject to penalties up to and including termination of the contract.
4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1.

This agreement shall become effective on the last date of signing by the parties.

PARTICIPANT

ARIZONA STATE PARKS BOARD

Signature

Signature

Printed Name and Title

Renée E. Bahl, Director
Name and Title

Date

Date

Participant's Attorney approval as to form and as being within the authority of the participant.

Signature

Date

LAW ENFORCEMENT AND BOATING SAFETY FUND

QUARTERLY REPORT
OF ALLOCATION EXPENDITURES

Fiscal Year 2010

County: _____ Allocation Received: _____

Prepared by: _____ Project Number: _____

Title: _____

Telephone No. _____ E-mail Address: _____

Do not include volunteer hours

** <u>FIRST QUARTER</u> - Submit by October 15th	
Personnel Expenditures: \$ _____	Number of hours supported by _____
Equipment Expenditures: \$ _____	allocation this quarter _____
Training Expenditures: \$ _____	Total Expenditures: \$ _____
Balance: \$ _____	
** <u>SECOND QUARTER</u> - Submit by January 15th	
Personnel Expenditures: \$ _____	Number of hours supported by _____
Equipment Expenditures: \$ _____	allocation this quarter _____
Training Expenditures: \$ _____	Total Expenditures: \$ _____
Balance: \$ _____	
** <u>THIRD QUARTER</u> - Submit by April 15th	
Personnel Expenditures: \$ _____	Number of hours supported by _____
Equipment Expenditures: \$ _____	allocation this quarter _____
Training Expenditures: \$ _____	Total Expenditures: \$ _____
Balance: \$ _____	
** <u>FOURTH QUARTER</u> - Submit by July 31st (or last working day in July)	
Personnel Expenditures: \$ _____	Number of hours supported by _____
Equipment Expenditures: \$ _____	allocation this quarter _____
Training Expenditures: \$ _____	Total Expenditures: \$ _____
Balance: \$ _____	
*Total allocation expended: \$ _____	*Balance: \$ _____
Total amount of Personnel Expenditures \$ _____	
Total amount of Training expenditures: \$ _____	
Total amount of Equipment expenditures: \$ _____	
Total number of personnel hours supported by this allocation: _____	

* If total allocation expended is less than the allocation received, the difference must be returned to State Parks.

** Supporting documentation for all training/equipment expenditures for each Quarter must be attached for review.

It is the participant's responsibility to retain support documentation for personnel hours and reported fund expenditures for five (5) years following project closure.

Competitive Grant Programs Currently Administered by the Arizona State Parks Board

Program	Purpose	Fund Source	Application Deadline	Program Coordinator
Local, Regional and State Parks (Heritage Fund) LRSP	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	*Up to \$3.5 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February	Danielle Silvas (602) 542-7160
Trails (Heritage Fund) Trails	To support non-motorized trail acquisition, construction, and improvement for trails on the State Trails System	*Up to \$475,000 annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of February. State Trails System nominations due by 5:00 p.m. on the first working day of July	Robert Baldwin (602) 542-7130
Historic Preservation (Heritage Fund) HP	To support historic preservation efforts consistent with the Secretary of the Interior's Standards	Up to \$1.7 million annually from the Arizona State Parks Board Heritage Fund	No later than 5:00 p.m. on the last working day of March (1 st cycle); December (2 nd cycle).	Danielle Silvas (602) 542-7160
Growing Smarter State Trust Land Acquisition (Land Conservation Fund) GS	To conserve open space in or near urban areas through the purchase or lease of State Trust land	Up to \$18 million annually from the Land Conservation Fund for fiscal years 2001 through 2011	No later than 5:00 p.m. on the last working day of March. Applications for Sale due to the State Land Department by the first working day in June.	Doris Pulsifer (602) 542-7127
Recreational Trails Program Motorized Portion (Federal) RTP	To support motorized trail development, mitigation, acquisition, and education for off-highway vehicle recreation	Approximately \$500,000 available annually from the Safe, Accountable, Flexible Transportation Equity Act	No later than 5:00 p.m. on the last working day of March	Robert Baldwin (602) 542-7130
Land & Water Conservation Fund (Federal) LWCF	To support land acquisition and facility development for parks, outdoor recreation, and open space preservation	Subject to Congressional appropriations	Through the LRSP application process, no later than 5:00 p.m. on the last working day of February	Danielle Silvas (602) 542-7160
State Lake Improvement Fund SLIF	To support boating related facilities and access on waters where boating is permitted throughout Arizona	Approximately \$6 million annually from motor boat fuel tax revenue and watercraft license fees	No later than 5:00 p.m. on the last working day in January	Danielle Silvas (602) 542-7160

For more information on grants, visit our web site at www.azstateparks.com or e-mail us at grants@azstateparks.gov